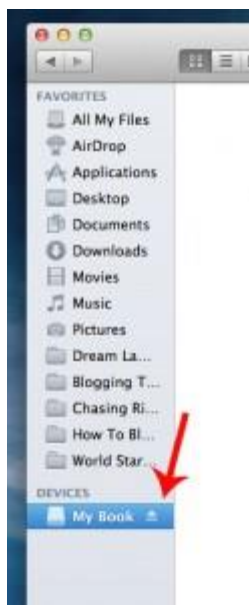


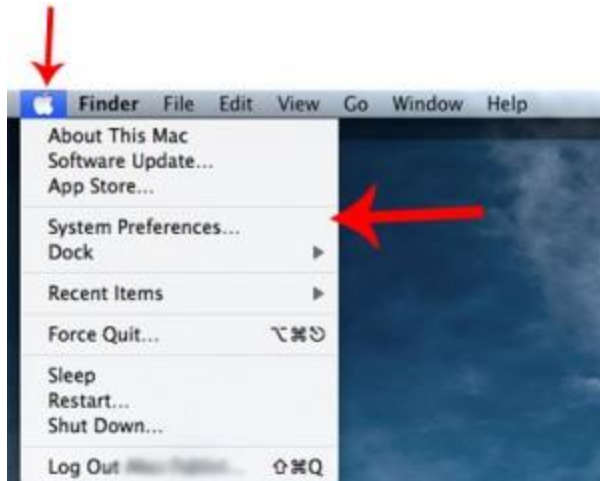
Setting Up Time Machine Backup on a Mac

Before you get started you'll need a hard drive of some sort – ideally at least the same size as the hard drive already in your Mac. Portable or desktop doesn't make a difference, really – unless you spend a lot of time away from home and use a laptop, in which case I'd recommend a portable so that you can take it with you.

1. Once you have a hard drive, plug it in and allow it to load. You should be able to see it in two places, either on your desktop or in the finder – on the left hand side under the devices menu. (The finder is the smiley icon in the dock, far left).
2. Once you know it has loaded close the finder.



3. Next, you want to click on the apple in the top left hand corner and go to system preferences.



4. You will then see the Time Machine symbol in the preferences box. Click it and enter the options panel.



5. You'll then be taken to the Time Machine settings panel and will want to flick the switch and select **on**.



6. You will then get a pop-up asking which drive you are selecting for your backup. Select the drive that you have just plugged in, and press **OK**.

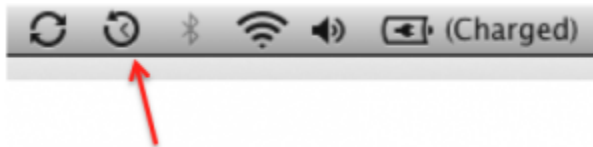


7. Close the preferences and you are done!

Common Questions:

How do I know if the Time Machine has backed up?

You will often see this symbol spinning in the bar at top, this shows you that it is backing up. If it hasn't backed up, you will get an exclamation mark in the middle. This is not an issue – just make sure your drive is plugged in and ready to back up at the next opportunity you have.



What if my hard drive fills up with backed up stuff?

Time machine will automatically go to the oldest backup that it has and delete from there. The likelihood is that it will be several months old or longer, which means you have either forgotten about it or you don't need it! At this point, it will also prompt you and ask you if you want it to delete the oldest files on record to free up space.

What type of hard drive should I use for Time Machine?

This is down to user preference really; as long as it is a reliable brand, it won't make too much difference. USB or Firewire hard drives will both do the same job. The only thing you need to make sure is that your hard drive is at least a similar size to the hard drive on your mac. If it's not, and you have a lot of files, it will fill up very quickly and you won't have much of a backup history on the Time Machine hard drive.